



---

**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

## **Memorandum**

**TO:** Food Service Managers, Principals,  
Business Managers and Superintendents

**FROM:** Laurie M. Colgan, Director, Child Nutrition Programs

**DATE:** August 22, 2012

**RE:** School Nutrition Programs Update

---

The first day of school is very near as we prepare for a new school year full of exciting and challenging changes. Along with the new Lunch Meal Pattern and menu certification to manage, our online application and claiming system is being revised to accommodate the consolidation of school programs reporting by Supervisory Union. We had planned on the new system being in place by July 1; however our system developers are behind schedule. I wanted to send you all a note to let you know where we are with all of the projects that we have going on in Child Nutrition Programs and how it affects you.

### **CNPWeb On-Line Application & Claiming System**

The on-line application system is being revised to set up our Supervisory Union-based school food authorities. The developers are behind schedule and we are putting lots of pressure on them to get the work done as soon as possible. To save having to enter the agreement and application twice, please wait until the on-line project is completed to enter your information. Individual schools/school districts will be expected to enter their application information. The Financial Reports for 2011-2012 may be entered as it is for the previous school year. We will have more details and instructions for you once the new module has been put on-line. We will notify you as soon as that is available.

### **Claims for Reimbursement**

As you all know, claims cannot be filed until the application has been approved. Please - Do not worry about filing the claims for reimbursement as this revision will be taken into consideration for your August and September claims if it takes that long to get up to speed.

We will send you instructions for completing the applications and claims. At that point it will be clarified how the change impacts the SU business office and individual schools with respect to claim filing requirements. Reimbursement payments for the SU-based SFA will be sent to the SU office.

### **Direct Certification List**

The August Direct Certification List (DC List) has been posted; contact your school registrar for this information. Private and Independent schools should contact the 'DOE Help Desk' at 828-3777 for their information.

### **Zero Benefit Households**

Many schools received a notice about "Zero Benefit" families being removed from the DC List and I have had several calls about this issue. In previous years, all households who met the guidelines to be eligible for 3SquaresVT were on the list; effective July 1, 2012, only households who are "eligible" and "receive" a benefit on their EBT cards may be included on the DC List. Previously, households who might have met the requirements to be eligible for 3SquaresVT and might have had more available income to purchase food so they received "Zero Benefits" and were placed on the DC List so that their children could receive free meal benefits.

For the families who were previously on the DC List from last spring and are not on the August List, their students may receive benefits for the first 30 days of school, or until a meal application has been submitted and approved, but not later than October 15<sup>th</sup>. These families must be encouraged to complete an application for their children as that is the only way schools may determine if the household is eligible for any benefits.

### **Meal Application, Approval & Verification**

Free and reduce price meal applications will still be distributed and approved the same way they were last year in your districts. The documents are all posted on the Child Nutrition Programs website.

[http://education.vermont.gov/new/html/pgm\\_nutrition/school\\_nutrition/program\\_info.html](http://education.vermont.gov/new/html/pgm_nutrition/school_nutrition/program_info.html)

Currently, as in previous years, this is managed at the school site and/or the School District level, or the SU level. As a reminder, schools under SUs on the Ameliorative Action List must mark the **Error Prone** applications during the approval process so that they are in the pool to be chosen for Verification.

Many of you heard at Summer Institute training sessions that the Verification process, which begins on October 1, will be "managed" by the SU office; Verification must be done at the SFA level which ultimately reduces the number of application which must be verified. (This comes as result on consolidating the numbers of applications on file for all of the individual schools)

Child Nutrition Programs is again developing a worksheet to collect application data for all schools within the supervisory union. Individual schools will provide their numbers of applications on file by type to the SU office, or to the person coordinating Verification for the SU. Remember that household applications are submitted; you do not need one application for each child. If the application you have on file includes the name of a high school or elementary student that is not in your building, please contact the other school and provide the eligibility information to them.

The SU or Business Office will compile the application data for all their schools, and, using the Online Reporting Tool, will determine how many applications must be verified for the SFA/SU. The SU will use a process to determine which applications are to be verified. The SU office may decide whether or not to conduct the actual “Verification Process” at the SU office level, assign an individual the responsibility, or require the schools to complete the process with their respective applications as they have done in the past. Conversations with some offices have indicated that communications with the households are better managed at the school level. If the school required to verify an application(s) is on the Ameliorative Action List, the applications must come from the “**Error Prone**” sample. The results must be reported by the SU in the *Online Reporting Tool* by December 15<sup>th</sup>.

### **Fresh Fruit and Vegetable Program**

Elementary schools participating in the Fresh Fruit and Vegetable Program will complete their claims on line this year. Once the online applications are complete, our office will post the award amount in the CNP Web On-Line application. Claims will need to be completed and submitted each month; there is no longer a requirement to complete grant award documents or the SDE 1.1 to receive reimbursement for the FFVP. Instructions for completing the claim will be sent out in the Revised CNP Web On-Line User’s Manual at a later date.

### **New School Lunch Meal Pattern**

Effective July 1, 2012, all schools participating in the National School Lunch Program must meet the requirements of the new meal pattern; for Breakfast, schools may continue to follow the Traditional or Enhanced Meal Pattern. Training sessions have been conducted since last spring. The New Meal Pattern can be located on the Child Nutrition Programs website.

[http://education.vermont.gov/new/html/pgm\\_nutrition/school\\_nutrition.html](http://education.vermont.gov/new/html/pgm_nutrition/school_nutrition.html)

### **6 Cent Certification**

Effective October 1, schools whose *1 week **lunch** menus meet the new meal pattern requirements* and *1 week **breakfast** menus meet meal pattern requirements (traditional or enhanced* for this year) may earn an additional 6 cents per lunch. The certification process is a one-time event so schools do not have to submit documentation for more than one week. Certification packets and information will be sent to schools in early September. We will be holding **Menu Clinics** around the state to assist schools with the certification and documentation process.

For more information, please contact: Laurie Colgan, Director, Child Nutrition Programs at 828-5153 or [laurie.colgan@state.vt.us](mailto:laurie.colgan@state.vt.us)